



GERALD D. JENNINGS
MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
(518) 434-5284

PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

January 30, 2013

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Adjudication Clerk
Treasurer's Office
Parking Violations

The **Treasurer's Office – Parking Violations** has one (1) vacancy for the position of **Adjudication Clerk** at a rate of **\$32,149/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Thursday, February 14, 2013.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
THURSDAY, FEBRUARY 14, 2013

An Equal Opportunity /Affirmative Action Employer

CLERK - ADJUDICATION

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class independently performs routine clerical assignments and/or assists in performing more difficult and responsible clerical activities. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and the procedures are established, employees may exercise independent judgement in applying them to specific cases. This differs from a Clerk I position in that the incumbent represents the City in Traffic Court. An appropriate superior exercises supervision over the incumbent by periodic or spot-checking, cross checking, or verification of other steps in the clerical process.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Receives, sorts, indexes, and files mail, bills, requisitions, ledger cards and other various documents and materials;
- Pulls material from files, makes simple file searches and maintains charge-out records;
- Prepares, issues, verifies and records applications, licenses and permits;
- Collects fees and accounts for monies received;
- Checks reports and records for clerical accuracy and completeness;
- Represents the City in Traffic Court;
- Answers telephones, takes messages, makes appointments and gives out routine information in response to inquires;
- Maintains time records and payroll data;
- Maintains simple records and reports pertaining to daily departmental operations;
- Operates computer, photocopier and other office machines in performance of duties;
- Makes entries on control cards or in ledgers from original sources;
- Makes arithmetical computations and compiles simple statistical reports;
- Assists in maintaining inventories, records and other departmental or organizational data;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Working knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Ability to understand and follow oral and written instructions;
- Ability to get along with others;

- Ability to write legibly;
- Clerical aptitude;
- Mental alertness;
- Neatness;
- Accuracy;
- Tact and courtesy;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None is required.